



TOWN OF ENFIELD

Special Use Permit & Site Plan Review Application

Planning Division • 820 Enfield Street Enfield, CT 06082

Telephone: 860-253-6355 Website: www.enfield-ct.gov

Special Use Permit

Application For: ☐ New Special Use Permit ☐ Other _____
☐ Modification of Plan Previously Approved _____
☐ Modification of Conditions of Approval of a Special Permit: _____

Site Plan Review

Application For: ☐ New Site Plan Review ☐ Other _____
☐ Modification of Plan Previously Approved _____
☐ Modification of Conditions of Approval of a Site Plan: _____

Staff Use Only

PH #:		SPR #:		XSP #:	
View Permit #:					
Zoning Regulation Section:					

PLEASE REVIEW LAND USE APPLICATION GUIDE FOR INSTRUCTIONS

Property Address: _____ **Map #:** _____ **Lot #:** _____

Zone(s): _____ **Size of Parcel:** _____ **Account #:** _____

Current Use: _____

Project Name: _____

Summary Description: _____

Applicant's Name: _____

Applicant's Address: _____

Contact #: _____ **Email:** _____



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Applicant's Representative: _____

Representative Address: _____

Contact #: _____ **Email:** _____

Does Applicant own the Property? ☐ Yes (Attach Copy of DEED)
☐ No (Provide Information Below & Attach Letter of Authorization)

Owner's Name: _____

Owner's Contact #: _____

Owner's Address: _____

Owner's Email: _____

Project Information:

Septic: ☐ Yes ☐ No

Public Sewer: ☐ Yes ☐ No

Well Water: ☐ Yes ☐ No

Public Water: ☐ Yes ☐ No

Outdoor Storage: ☐ Yes ☐ No

Design District: ☐ Yes ☐ No

Do wetlands and watercourses affect this application? ☐ Yes ☐ No

Is the property within a Level A or Level B Aquifer Protection Area? ☐ Yes ☐ No

Does this application include any regulated activity in a floodplain ☐ Yes ☐ No

(If yes, you will need to also submit a Flood Hazard Development Permit application to the Planning & Zoning Commission)

What is the total lot acreage? _____

What is the length of the property frontage? (List by Street) _____

Name the abutting street(s): _____



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What are the existing land uses and zoning districts for abutting properties or across the street(s)?

North _____

East _____

South _____

West _____

Environmental History:

Phase I: Land Records reviewed for environmental hazards? ☐ Yes ☐ No

Phase II: Environmental Hazards Identified? ☐ Yes ☐ No

If yes, please list the environmental conditions found: _____

Phase 3: Is there a remediation plan? ☐ Yes ☐ No

If yes, please describe the remediation plan: _____

Are there environmental restrictions on the property? ☐ Yes ☐ No

If yes, please list environmental restrictions: _____



TOWN OF ENFIELD

The undersigned hereby permits town staff and commission members to enter into and inspect this site during reasonable hours for the purpose of reviewing this application and accompanying plans. I hereby depose and say that all of the above statements as well as the statements contained in all papers filed herewith are true.

☐ I have reviewed and acknowledge the Land Use Application Guide for further instructions on how to complete my application.

Applicant Signature: _____ Date: _____

Print Name: _____

Subscribed and sworn to before me _____ day of _____, 20____.

Notary Public

My Commission Expires:

For Office Use	
Application #: _____	Date Submitted: _____



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Planning Checklist of Required Information

(To be included with your application)

Permit #: _____

View Permit #: _____

Applicant Name: _____

Address: _____

Contact #: _____

Email: _____

Project Name: _____

Please Read Instructions

General: Site Plans shall be prepared by appropriate design professionals (Surveyor, Engineer, Architect, and Landscape Architect) licensed to practice in the State of Connecticut and shall bear appropriate registration stamps. All drawings 24 X 36 shall be at a scale of not less than one (1) inch equals 60 feet and where practical, the scale shall be one (1) inch equals 40 feet. All Site Plan drawings shall be in sufficient detail and accuracy, (generally A-2 survey), to enable the construction of all site improvements shown and approved on the drawings. All site improvements shall be designed and constructed to the standards of the Town's Technical Standards. The Planning Department requires an electronic submission of all documents received.

Required Information for a Complete Submission	Included
1. Cover Sheet with a list of all maps contained in set with revision dates.	
2. Title Block with name, property owner, north arrow, scale of not more than 1":40' nor less than 1" : 60', seals and signatures of all appropriate design professionals;	
3. A location map at the scale of 1" to 1000' showing the proposed project and the nearest street intersection;	
4. Boundary survey of site including distances with angles or bearings;	
5. Zoning classification property.	
6. Area of lot.	
7. Name of adjacent owners and zoning classification of their property;	
8. Existing and proposed contours or spot grades at no more than two (2) foot intervals;	
9. Locations of existing and proposed buildings with dimensions, area, elevations and number of stories and distances between all buildings and property lines;	
10. Existing and proposed sanitary and storm water drainage facilities with elevations;	



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Required Information for a Complete Submission	Included
11. Existing and proposed sidewalks, curbs and curb cuts, and adjacent streets;	
12. Soil Erosion and Sedimentation Control measures as required by Section 7.20 of the Enfield Zoning Regulations;	
13. Drainage design for roof area, parking lot and driveways consistent with Section 7.10.10.	
14. Locations and descriptions of all existing and proposed easements and right-of-ways.	
15. Location of existing trees. Trees larger than 12" in diameter shall be labeled.	
16. Proposed landscaping with specific location, size, and common name.	
17. Layout of all off street parking areas showing details of aisles, driveways, each parking space, all loading and unloading areas, pavement markings, location of directional signs,	
18. Existing and proposed location, height and size of all outdoor lighting and sign location;	
19. Fire lanes and traffic control signs as required by Police and Fire authorities;	
20. Outside storage areas with proposed screening.	
21. Location of outside recycling and refuse storage area and proposed screening.	
22. Provisions for water supply.	
23. Where development is proposed to be in phases, phase line shall be shown.	
24. In tabular form show in one column the required standards contained in the bulk table or elsewhere in these Regulations. In a second column in line with the standards in the first column the standards proposed for a specific facility;	
25. Fourteen (14) copies of Architectural Plans shall describe the appearance, size, use of occupancy of all proposed structures; said plans shall be at a scale not less than one (1) foot equals 16 feet. The architectural plans shall include the following:	
<ul style="list-style-type: none"> ▪ Floor plans for each floor or level of each proposed structure, which plans shall indicate spatial arrangement, use, occupancy, seating arrangements, ingress and egress; 	
<ul style="list-style-type: none"> ▪ Exterior elevations (side view) of each side or elevation of each proposed structure; such elevations shall indicate proposed materials, roofscape, if any, and building height; 	
<ul style="list-style-type: none"> ▪ All exterior mechanical equipment shall be shown and fully screened from the public view in a manner compatible with the architectural style of the building and designed in a manner that is integral to the architectural design of the building; 	



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Required Information for a Complete Submission	Included
<ul style="list-style-type: none"> Where alterations and/or additions to existing buildings are proposed, description in both plan and elevation adequate to explain the proposal shall be provided; 	
26. Material Samples: <ul style="list-style-type: none"> Provide available manufacture's literature for site features: generators, fencing, pre-fabricated structures, etc. Physical Samples for any façade materials or any non-standard hardscaping. 	
27. Copy of preliminary application for access to State Highways and to State-Owned storm drainage facilities where such state permit is necessary.	
28. Incorporate Standard Town Map Notes for Map on map set.	
29. 14 copies of 24 X 36 plans are to be submitted in complete sets- stapled and map folded.	
30. All plans including revised plans must be submitted to the Department 25 days prior to a Board or Commission meeting. Plans will be reviewed, circulated, and commented by appropriate Departments.	
31. Deadline to post public hearing sign(s) is 10 days prior to the scheduled meeting at which the application will be discussed (for Public Hearings ONLY).	
32. Notice to immediate abutters by certified mail not less that twenty-one (21) days prior to the start of the public hearing. (If applicable).	
33. A copy of the abutter's letter and proof of mailing notification is to be provided to the Planning Office 5 days prior to the scheduled public hearing. (If applicable).	
34. The Planning Department requires an electronic submission of all documents received in CD format or on a USB drive.	
35. When multiple Commissions are involved the applicant must meet all conditions of approvals including final plan(s) revisions to obtain the appropriate signature of approval prior to applying to any other Land Use Commission.	

Upon the recommendation of the Director of Planning, the Commission may consider a waiver of submission requirements if it finds that the information is not necessary in order to decide on the application's conformance with these Regulations and conformance to the Enfield's Plan of Conservation and Development.



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Standard Town Map Notes	
1.	The developer shall notify the Town Engineer's office in advance to schedule inspection of sub-base gravel, pavement, sidewalks, drainage structures and pipes, sanitary sewers and manholes. Private site will be inspected for sanitary sewers.
2.	All site work shall be constructed in accordance with the Town of Enfield specifications, as outlined in the approval and the technical specifications
3.	Erosion and sedimentation control shall be installed in accordance with the "Erosion and Sediment Control Handbook" prepared by the Soil Conservation Service 2002, as amended.
4.	All excavation within Town right-of-way requires a Street Excavation Permit issued by the Engineering Department.
5.	No site improvements such as drainage, sanitary sewers, sidewalks, excavation fillings, pavement operation, etc., shall commence until the site restoration bond, as required by the Enfield Planning and Zoning Commission, is posted with the Town of Enfield.
6.	No stumps to be buried on site.
7.	Pre-construction conference for construction, shall include the Town Engineer or his agent and the Town Planning office. Request for conference shall be in advance.
8.	The developer shall hire a Registered Professional Engineer to inspect the site of construction to ensure the work is constructed in accordance with the approved plans, the engineer will be required to certify on an As-Built Plan that the project was constructed in accordance with the approved plans and all materials were placed in accordance with the site plans and specifications, prior to issuance of a Certificate of Occupancy.



TOWN OF ENFIELD

Public Hearing Sign(s) Receipt

For: ☐ Enfield Planning & Zoning Commission ☐ Inland & Wetlands Commission
☐ Historic District Commission ☐ Enfield Zoning Board of Appeals

Receipt is hereby acknowledged of a \$10.00 payment for each public hearing sign purchased from the Enfield Planning Department. Posting is located at:

(Address)

for application number PH #, IW #, HDC #, ZBA #_____.
(Select appropriate Land Use Commission)

Public hearing sign(s) must be removed within five (5) days of the closing of the hearing and returned to the Planning Office. Public hearing signage fee is non-refundable.

Date: _____

Receipt of \$: _____

Number of Signs: _____

Signature of Applicant: _____

Printed Name: _____

Signature of Planning Department Official: _____



TOWN OF ENFIELD

Notice

The Enfield Zoning Ordinance and the Enfield Subdivision Regulations require the posting of public hearing sign(s) on all sites which are the subject of public hearing before the Planning and Zoning Commission or the Zoning Board of Appeals.

The Regulations are as follows:

- Whenever a public hearing is scheduled by the Town Planning and Zoning Commission, or by the Zoning Board of Appeals, the applicant shall place a sign on the affected property which can be seen from all abutting streets. The sign, to be placed at or near the street line or travel way or in such locations, shall be clearly visible to the general public and located actable to the Zoning Enforcement Officer. Such sign to be provided by the Planning Office shall be installed by the applicant no less than **ten (10) days before** the hearing, and shall be removed by the applicant within **five (5) days after** the close of such hearing. An affidavit will be executed by the applicant or his agent certifying that this sign will be installed and maintained in accordance with the provisions of this section.



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AFFIDAVIT POSTING OF PUBLIC HEARING SIGN(S)

I, _____,

Applicant for **PH #, IW #, HDC #, ZBA #** _____,
(Select appropriate Land Use Commission)

an application requiring a public hearing before the Enfield Planning and Zoning Commission, Inland Wetlands Commission, Historic District Commission, or Zoning Board of Appeals, do hereby certify that in accordance with the Public Hearing Requirements and Procedures found within Section 9.30 of the Enfield Zoning Regulations or the Standard Requirements of Section 4 number 4f. of the Enfield Subdivision Regulation; I have posted public hearing sign(s) on the site in question as required **ten (10) days prior** to the scheduled public hearing meeting date.

This affidavit is signed and notarized and will be delivered to the Planning Division at least **three (3) days before** the public hearing.

(Signature)

(Printed Name)

(Date)

(Notary)

My Commission Expired on: _____



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REQUEST FOR HEARING EXTENTION

I hereby request that the Enfield Planning and Zoning Commission, Inland Wetlands Commission, Historic District Commission, or Zoning Board of Appeals grant an extension of the statutory time to complete the Public Hearing on:

Application PH #, IW #, HDC #, ZBA #: _____
(Select appropriate Land Use Commission)

until _____
(Date: 2 extensions totaling up to 65 days)

By this signature I certify that I have the power to represent the interests of the applicant and/or owner involved in this hearing.

(Signature)

(Printed Name)

Staff Use Only					
Date Received:		DoR:		MOPH:	
MCPH:		Extension 1:		Extension 2:	



TOWN OF ENFIELD

REQUEST FOR WITHDRAWAL OF APPLICATION

I, _____

is hereby requesting a withdrawal of **PH #, SPR #, IW #, HDC #, ZBA #:**

(Select appropriate Land Use Commission)

application from the Enfield Planning and Zoning Commission, Inland Wetlands Commission, Historic District Commission, or Zoning Board of Appeals.

By this signature I certify that I have the power to represent the interests of the applicant and/or owner involved in this hearing.

(Signature)

(Printed Name)

Staff Use Only					
Date Received:		DoR:		MOPH:	
MCPH:		Withdrawal Date:			